

WHAT ARE THE PROCEDURES TO ORDER CARPET?



1. Due to the age of our buildings, the first thing you need to do before purchasing carpet and or tile in an existing office, please contact Terry Russell with our Facilities Design group located in the Transportation Building at 919-715-0400. Terry is the main contact when it concerns asbestos. We have found in many cases, asbestos in carpet glue and tiles. Terry or one of his contacts will inspect your area and let you know what the conditions are in your office.
2. Check the web site <http://www.doa.state.nc.us/PandC>. Go to Term Contract pull down and click on Term Contract Key Word Listing, scan down to carpet and carpet cushion (360-A). This web site gives you the names of the carpet companies that are on state contract and what carpets you can choose from. Contact the company near your area for a site visit and request carpet samples that are on state contract to choose from. Be sure to inform them of existing conditions concerning old carpet or floor, in order for them to bring the correct type of carpet samples. During the site visit they will measure the offices to be carpeted and give you a written estimate.
3. Select first, second and third choices and hopefully one of the three choices is available in the time frame that you request.
4. When selecting your carpet consider the foot traffic it will take and that a blend of colors will show less dirt.
5. Some of the concerns would be :
 - Include in the estimate any furniture removal.
 - Do you have access plates in the floor that still need to be accessible to maintenance?
 - Request that old carpet be removed from site and not placed in your dumpster.
 - Can the carpet be installed during normal business hours?
 - Is there any asbestos in the existing carpet glue or floor tiles?
6. Remember that you need cove base to finish the look, it goes from the carpet to the wall. Cove base comes in a lot of colors and I am sure you can select one that will match your carpet or wall color.
7. Let the company know that you need an estimate for your requisition, which you will send to the DOT Purchasing office in Raleigh ,919-733-3470.
8. Keep in mind that carpeting like any projects have delays, keep in contact with the company installing your carpet to confirm delivery dates.
9. If you have any further questions or concerns contact Myra Fulmer at 919-250-4128.